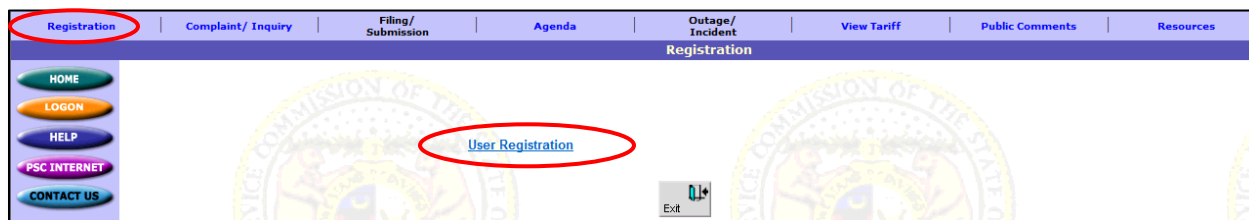


Missouri Public Service Commission

EFIS – Create User ID's and Passwords

To create a user ID and password for EFIS:

1. From the 'Welcome screen' click the '**Registration**' menu.
2. Select the '**User Registration**' link to open the '**Registration – User**' screen.



On the 'Registration – User' screen, complete the following steps:

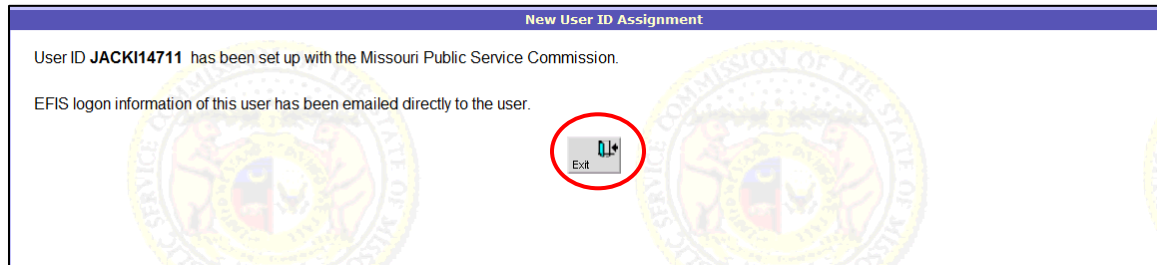
3. Input the appropriate data into the following fields:
 - a. '**First Name**'
 - b. '**Middle Initial**'
 - c. '**Last Name**'
 - d. '**Street Address**'
 - e. '**Mailing Address**'
 - f. '**City**'
 - g. '**State**' – select from the drop-down list
 - h. '**Zip Code**'
 - i. '**Phone**'
 - j. '**Fax**'
 - k. '**E-Mail**'
4. The '**Receive Notices**' box is automatically checked. Only uncheck this box to disable ALL e-mail notifications from EFIS.
5. Attorneys must check the '**I am an attorney**' box and complete the attorney registration section.
6. Click the '**Submit**' button to complete the registration.

A screenshot of the 'Registration - User' form. The form is divided into sections: 'Required Fields' on the left, 'Personal Information' on the right, and 'Attorney Information' at the bottom. The 'Required Fields' section includes input boxes for First Name, Middle Initial, Last Name, Street Address, and Mailing Address. The 'Personal Information' section includes input boxes for City, State (a dropdown menu currently showing 'MO'), Zip Code, Phone, Fax, and E-Mail. There is a checkbox for 'Receive Notices' which is checked, with a note '(Check to receive EFIS notifications)'. The 'Attorney Information' section has a checkbox for 'I am an attorney'. At the bottom right, the 'Submit' button is circled in red, next to an 'Exit' button. The background features a large, faint watermark of the Missouri Public Service Commission seal.

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EFIS – Create User ID's and Passwords

7. Confirmation of the registration will appear on the 'New User ID Assignment' screen. The confirmation will include the new user ID.
8. An e-mail notification will be sent from efis.messenger@psc.mo.gov to the new user's email address. The notification will contain the user ID and a temporary password. Users will be prompted to change their password after logging in for the first time.
9. Click the 'Exit' button to exit the registration confirmation screen.



For additional assistance, please contact the Data Center at 573-751-7496 (local to Jefferson City, MO) or datacenter@psc.mo.gov.